



Seattle Office for Civil Rights / Office of Labor Standards

Notice of Employment Information

Employers must provide written employment information to employees working in Seattle at time of hire & within one pay period prior to any change in employment. Information must be provided in English, Spanish and any other language commonly spoken by employees at the particular workplace.

西雅圖民權辦公室/勞工標準辦公室

僱用資訊通知

僱主必須在僱用員工時，以及在僱用情況發生任何變動前的一個工資結算期內，向西雅圖市工作的僱員提供書面的僱用資訊。該資訊必須以英語、西班牙語，及於特定工作地點內的僱員通常使用之任何其他語言為依據。

Employee - 僱員

☐ At hire (於聘用時)

☐ Current Employee (現職僱員)

☐ Effective Date of this information (此資訊的生效日期) _____

1. Employee name (僱員姓名) _____
2. Employee position (僱員職銜) _____

Employer - 僱主

1. Name (姓名) _____

Other name of employer, including "doing business as" name
(僱主的其他姓名，包括業務名稱)

2. Physical address (實際地址)

Street (街道) _____

City (城市) _____ State (州) _____ Zip (郵遞區號) _____

Mailing address (郵寄地址)

☐ Same as physical address (與實際地址相同)

Street (街道) _____

City (城市) _____ State (州) _____ Zip (郵遞區號) _____

3. Telephone number (電話號碼) _____

Employee's Wage & Tip Information (僱員的工資和小費資訊)

1. Rate or rates of pay (工資標準) _____

Overtime rate or rates of pay (加班費標準) _____

2. Pay basis - check box (工資發放的方式 — 選取合適的項目)

☐ Hour (時薪)

☐ Shift (輪班薪酬)

☐ Day (日薪)

☐ Week (週薪)

☐ Piece rate (計件工資)

☐ Commission (佣金)

☐ Non-discretionary Bonus (非酌情的獎金)

☐ Non-exempt Salary (非免稅的薪金)

☐ Exempt Salary (免稅薪金)

☐ Other - provide explanation (其他 — 請提供說明)

3. Regular Pay day (正常發薪日) _____

4. Tip policy (小費政策)

☐ Tip sharing (與其他員工對分小費)

☐ Tip pooling (全體員工均 分小費)

☐ Other tip policies – provide explanation (其他小費政策 — 請提供說明)

Optional Acknowledgement of Receipt (可選的回執)

PRINT, Employer representative
(請用正楷書寫僱主代表姓名)

SIGNATURE, Employer representative & Date
(僱主代表簽名及日期)

PRINT, Employee
(請用正楷書寫僱員姓名)

SIGNATURE, Employee
(僱員簽名)

Language (語言)

☐ Employer provided this Notice in English (僱主提供本通知的英語譯本)

☐ Employer provided this Notice in other language (僱主提供本通知的其他語言譯本)

Seattle Notice of Employment Information Requirements 西雅圖就業資訊需求通知
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Seattle Administrative Wage Theft Ordinance - SMC 14.20

Seattle workers have additional protections from wage theft. Starting April 1, 2015, a new wage theft ordinance requires employers with employees working in Seattle to pay all owed wages and tips; provide employment information at time of hire, change in employment and each time wages and tips are paid; and provide written notice of employee rights against wage theft. The written notice must be provided in English, Spanish and any other languages commonly spoken by employees at the work site. The ordinance also permits the City's Office of Labor Standards, a new division within the Seattle Office for Civil Rights, to conduct administrative investigations of non-payment of wages and tips. It still remains a crime to commit wage theft under SMC 12A.08.060.

Protections against Retaliation

Employers are prohibited from taking adverse action (e.g. firing, demoting, and making threats to report immigration status) against any person for exercising rights protected by this ordinance.

Seattle Office for Civil Rights / Office of Labor Standards
(206) 684-4500 / www.seattle.gov/laborstandards

**西雅圖行政工資盜竊條例 - SMC 14.20**

西雅圖市推行加強防止僱員工資被盜竊的保護措施。自 2015 年 4 月 1 日起，最新頒佈的工資盜竊條例規定，西雅圖市的僱主必須向工作的僱員發放所有應付的工資和小費；在聘用、僱用情況發生變動以及每次發放工資和小費時，向僱員提供僱用資訊，並向他們提供有關抵制工資盜竊之權利的書面通知。該書面的通知必須以英語、西班牙語，及僱員在工作場所通常使用的任何其他語言為依據。該條例還允許西雅圖民權辦公室內部新設立的部門——西雅圖市勞工標準辦公室，對不發放工資和小費的行為展開行政調查。根據 SMC 12A.08.060, 工資盜竊仍屬於犯罪行為。

防止遭遇報復的保護措施

僱主不可以因任何人行使受本條例保護的權利，而對其採取不利的行為（例如，解僱、降職以及威脅舉報其移民身份）。

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